

Windows XP

Course Outcome Summary

Course Information

Organization	Madison Area Technical College
Developers	Colleen Vidlock
Development Date	9/29/2006
Course Number	10-103-135
Instructional Level	Associate Degree, Technical Diploma, Certificate
Potential Hours of Instruction	24
Total Credits	1

Description

Introduces the Windows XP operating system: work with common elements (windows, menus, toolbars, panes, dialog boxes and Help), use accessory programs, manage files/folders using My Computer and Explorer, customize using the Control Panel and maintain the computer.

Target Population

Learners who plan on taking future software courses or personally desire a basic understanding of the Windows operating system. Particularly appropriate for associate degree, diploma, and certificate individuals.

Types of Instruction

Instruction Type	Contact Hours	Credits
Online Learning	24	1

Learner Supplies

Windows XP software. **Manufacturer:** Microsoft.

Prerequisites

Basic computer experience using the mouse, internet, email with attachments, and file storage.

Exit Learning Outcomes

Core Abilities

- A. Use science and technology
- B. Demonstrate critical thinking

Competencies

A. Get Started with Windows XP

You will demonstrate your competence:

1. through actual performance of the skills
2. using a computer, printer, internet connection, and Microsoft Windows XP

3. in submitted files as specified in the learning plan
4. by specified assignment deadlines

Your performance will be successful when:

1. you start Windows and view the desktop
2. you use the mouse to point, click, double-click, drag, and right-click
3. you use the start menu
4. you manage windows (move, resize, maximize, minimize, restore) and the taskbar
5. you use menus, toolbars and panes
6. you use scroll bars
7. you use dialog boxes
8. you use Windows Help and Support
9. you turn off the computer

B. Work with Windows Programs

You will demonstrate your competence:

1. through actual performance of the skills
2. using a computer, printer, internet connection, and Microsoft Windows XP
3. in submitted files as specified in the learning plan
4. by specified assignment deadlines

Your performance will be successful when:

1. you start a program
2. you open and save a WordPad document and understand file extensions
3. you edit text in WordPad
4. you format text in WordPad
5. you create a graphic in Paint and use the tool box
6. you manage data between programs by tiling windows and using the Clipboard to cut, copy, and paste as well as grouping files on the taskbar
7. you print a document
8. you play a video or sound clip using Windows Media Player
9. you create a movie using Windows Movie Maker

C. Manage Files and Folders

You will demonstrate your competence:

1. through actual performance of the skills
2. using a computer, printer, internet connection, and Microsoft Windows XP
3. in submitted files as specified in the learning plan
4. by specified assignment deadlines

Your performance will be successful when:

1. you understand file management and hierarchy
2. you open and view My Computer and understand different disk drives
3. you view files and folders using different views
4. you view the folders list in Windows Explorer and use the collapse and expand indicators
5. you create and rename files and folders and use the arrange options
6. you copy and move multiple files and folders using different methods
7. you search for files and folders and perform an advanced search
8. you delete and restore files and folders using different methods

9. you create a shortcut to a file or folder on the desktop, start menu, and taskbar

D. Customize File and Folder Management

You will demonstrate your competence:

1. through actual performance of the skills
2. using a computer, printer, internet connection, and Microsoft Windows XP
3. in submitted files as specified in the learning plan
4. by specified assignment deadlines

Your performance will be successful when:

1. you add a folder to the favorites list and organize favorites
2. you change folder options
3. you change the file details to list and modify the columns
4. you change file and folder list views by arranging icons
5. you display disk and folder information and understand file sizes
6. you compress files and folders
7. you use personal folders
8. you customize a personal folder
9. you manage files and folders on a CD

E. Customize Windows Using the Control Panel

You will demonstrate your competence:

1. through actual performance of the skills
2. using a computer, printer, internet connection, and Microsoft Windows XP
3. in submitted files as specified in the learning plan
4. by specified assignment deadlines

Your performance will be successful when:

1. you change the desktop background
2. you customize the desktop items
3. you change the desktop appearance and sound effects
4. you change desktop screen settings resolution and screen saver
5. you set the date and time
6. you work with fonts
7. you add a scheduled task
8. you customize the taskbar
9. you customize the start menu

F. Maintain Your Computer

You will demonstrate your competence:

1. through actual performance of the skills
2. using a computer, printer, internet connection, and Microsoft Windows XP
3. in submitted files as specified in the learning plan
4. by specified assignment deadlines

Your performance will be successful when:

1. you format a disk
2. you copy a disk
3. you find and repair disk errors and understand backup
4. you defragment a disk

5. you clean up a disk
6. you restore computer settings
7. you remove a program
8. you add a program
9. you enter DOS commands